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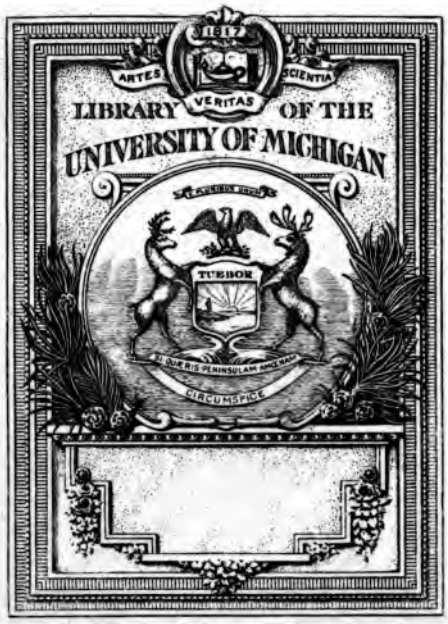
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Assure you I shall much appreciate the favor

Yours Very Truly
G. E. Wire
Deputy Librarian

APPLICATION FOR CAVALRY & FIELD ARTILLERY.
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The Library Classification Scheme.

THE purpose of this list is to enable the patrons of the library to ascertain readily whether or not the library contains works upon any given subject, and to locate such works upon the shelves.

The books are classified according to the subjects of which they mainly treat. The classes are indicated by letters of the alphabet, and the books in each class are consecutively numbered. The shelves bear class-labels beneath the first book of each class, and the books are placed on the shelves in numerical order from left to right.

If a book on the subject of Strategy, for instance, is wanted, the general class, "War and Military Science," is found in the list to be indicated by the letter "W," beneath which is the subdivision, "Strategy, Tactics, Art of War.—Ws." The location of the general class is shown by the stack-label, and the subdivision is shown by the shelf-label, following which will be found all the books which the library contains which treat mainly of that subject.

For further information, patrons are requested to consult the card catalogue or the librarian.

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Individual Biography - - E, followed by the initial of the subject of the biography. Thus, the biography of Washington is classed "Ew;" that of Lincoln "El."

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Germany and Franco-Prussian War,	Fug
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Russia, Turkey,	Fuj
Austria, Hungary,	Fum
Italy, Switzerland,	Fuo
Spain, Portgual,	Fus
Greece,	Fut
North America,	Fw
United States,	Fwa
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Colonial, U. S. A.,	Fwc
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War of 1812,	Fwg
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Civil War,	Fwm
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Spain, Portugal,	Gun
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Central America,	Gwn
Canada,	Gws
Alaska,	Gwt
South America,	Gwx
West Indies,	Gwy
Australia, New Zealand,	Gy
Oceanica,	Gz
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Chemistry,	Lo
Pharmacy,	Lon
Photography,	Lop
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Mineralogy,	Mcm
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The Card Catalogue.

The chronological and numerical record of the books in the library is the Accession Book, which contains, in tabulated form, a record of accessions, showing the accession number, the class, the call number, the names of author, book, place of publication, and publisher, the date of publication, the number of pages, the kind of binding, the source of receipt, the cost, and any further remarks necessary or desirable. It is in no sense an index.

The Card Catalogue is a complete index to the library, and by its use any book on the shelves can be quickly and easily located.

The cards are in four classes and of distinguishing colors:

Title ..... Buff.
Author ..... Blue.
Class ..... White.
Cross-reference ..... Salmon.

Each card (with the exception of a few cross-reference cards) bears the accession number and the class and call number of the book to which it relates.

THE TITLE CARD (buff) bears the name of the book, followed by the names of its author, place of publication, and publisher, the date of publication, the number of pages, the kind of binding, and the cost. These cards form an alphabetically arranged catalogue of the titles of all the books in the library, with all other desirable available information relating to each.

When used as the first words of the titles of books, "The," "A," and "An," are ignored in the title section of the card catalogue. In the accession book and on the other classes of cards they are included.

THE AUTHOR CARD (blue) bears the name of the author, followed by the name of the book. These cards form an alphabetical list of the authors of all the books.

THE CLASS CARD (white) bears the name of the class to which the book belongs, followed by the name of the book and its author. These cards are arranged in class-and-call-number order, and form a classified catalogue of the library.

THE CROSS-REFERENCE CARD (salmon) is used to amplify the index wherein it may not be made sufficient by the other three classes of cards. To illustrate: A book may bear the title, "Life of Captain Kidd," and be written by Julius Rolph. The title card is under "L" (Life); the author card is under "R" (Rolph); the class card is under "Ek" (Individual Biography), in numeral order; and a cross-reference card, reading "Kidd, Captain: Adventures of," is under "K." The library may contain a book treating mainly of the civil war in America, but incidentally of the Spanish-American war. This book would be classed among the civil war histories, and its subject card would be placed under "Fwm" (History, Civil War), in its numeral order. A cross-reference card would be found under "S," for Spanish-American War.

HOW TO USE THE CARD CATALOGUE.

Knowing the name of a book: consult the title (buff) cards.

Knowing the name of the author of a book: consult the author (blue) cards, and under his name will be found the names of all the books written by him, which the library contains.

Desiring literature relating to a certain subject: consult the class (white) cards and locate the subject by its class-letters as given in this list, under which will be found cards for all the books in the library on that subject, except those which treat of it incidentally only, for which consult the cross-reference cards.

Having a rough idea of the name of a book, but not recalling the exact wording of its title, and being unable to find it among the title cards: consult the cross-reference (salmon) cards; or, after exhausting the class (white) cards for any subject, and desiring further information: consult the cross-reference (salmon) cards.

ILLUSTRATION.

There is a book in the library called "History of the Fall of Fort Sumter," by S. W. Crawford. We know the title of the book, and so find its title card under "H" (History). Or, we know it is a book about Fort Sumter, but do not know the exact wording of its title, and, being unable to find it under "F" among the title cards, we consult the cross-reference cards and find one reading "Fort Sumter, History of the Fall of, Crawford, S. W," or one reading "Sumter, Fort, History of the Fall of, Crawford, S. W." Or, we know it is a book written by S. W. Crawford, but know neither its title nor subject, so we consult the author cards and under "C" find one reading "Crawford, S. W.—History of the Fall of Fort Sumter." Or, we may consult the class cards and find "History, Civil War," and under this heading find the name of this book.

All of these cards bear the class and call number, "Fwm-52." The book-stack labeled "F" is located; then we find the shelf-label "Fwm," and the fifty-second book to the right of this label is the one sought.

Facsimiles of sample cards of all four kinds are printed on the following pages.

Title (Buff) Card.

6971		Campaigns of Wheeler and His Cavalry, 1862-
Fwm-148		1865, with an account of the Santiago Campaign of 1898.
	Do	dson, J. L.
		Boston: Arena Pub. Co. 1902. Pp. 560. Cl. $2.25.

Author (Blue) Card.

6971	Do	dson, J. L.
Fwm-148		Campaigns of Wheeler and His Cavalry, 1862-1865, with an account of the Santiago Campaign of 1898.

Class (White) Card.

6971		Civil War.
Fwm-148		Campaigns of Wheeler and His Cavalry, 1862-1865, with an account of the Santiago campaign of 1898.
	Dodson, J. L.	

Cross-Reference (Salmon) Card.

6971		Spanish-American War. See also:
Fwm-148		Campaigns of Wheeler and His Cavalry, 1862-1865, with an account of the Santiago campaign of 1898.
	Dodson, J. L.	

Cross-Reference (Salmon) Card.

6971		Wheeler, Joseph, Gen.
Fwm-148		ampaigns of Wheeler and His Cavalry, 1862-1865, with an account of the Santiago Campaign of 1898.
		Dodson, J. L.